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UNITED STATES DEPARTMENT OF AGRICULTURE  
Food Distribution Administration  
Washington, D. C.

March 16, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 12

Supplement A

To: All Divisions and Sections, Special Commodities Branch  
From: H. C. Albin, Chief, Special Commodities Branch  
Subject: Determining Essentiality of Food Processing Industries

A preliminary survey of the labor supply, labor recruitment and labor retention problems in the Food Processing Industries in which this Branch is interested indicates that we must take immediate and positive action to bring these problems before the War Manpower Commission for consideration. The absence of clear-cut determinations as to the essentiality of these Industries has undoubtedly resulted in unfortunate effects on processing schedules. Misunderstanding of the recent listing of nondeferable activities has caused unwarranted loss of personnel in many essential activities. In order to expedite the handling of the problem the following procedure is hereby established to govern our operations on this subject.

I. Each Division Chief shall examine the attached occupational Bulletin No. 20 (amended February 26, 1943) on the subject: "Food Processing" to determine:

1. Whether or not the food processing industries in which his Division is interested are declared to be essential under the terms of this Bulletin. If there is question on the interpretation of what is included under the wording of the Bulletin, he shall communicate with Mr. N. J. Post, the representative on Manpower problems, before taking further action.

2. Whether or not the list of occupations set forth in the Bulletin is adequate.

3. Which occupations listed require more than six months but less than a year of training.

II. When a Division Chief determines that a food processing industry in which he is interested has not been declared essential by the War Manpower Commission and it is his considered judgment that such industry is vitally essential to the successful prosecution of the war program he shall:

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1. Prepare a memorandum for the signature of the Chief, Special Commodities Branch, addressed to the Chief, Food Industry Labor Branch, Food Distribution Administration, setting forth the following:

- (a) Detailed narrative statement on the essentiality of the industry. This statement shall contain specific references to the part played by the industry in the nation's war program, the contribution the industry has made towards supplying food for the armed forces and lend lease, the role played by the industry in maintaining civilian morale thereby aiding in the production of munitions, etc. These statements should also contain specific instances where the particular industry has received public acclamation by representatives of the armed forces, lend lease or civilian population for its War effort.
- (b) A statement identifying the approximate location of the industry. That is, whether it is concentrated in a particular area or section of the United States such as Southwest, Southeast, etc., or whether it is nationwide as to the location of its plants.
- (c) Statistical data setting forth the number of plants in the industry, the financial and tonnage volume of business, the approximate number of employees of all plants engaged in the industry, an approximate breakdown of the employees in the industry by sex and the percentage of male employees in the industry who are of selective service age.
- (d) A statement setting forth the essential occupations of the industry, together with a detailed description of the operations performed in these occupations, the approximate number of personnel, by sex, engaged in these occupations and a statement setting forth the time required together with any attendant difficulties to train replacements for these positions.
- (e) A statement setting forth the steps taken by the industry to recruit and train women to assume skilled and unskilled positions formerly filled by men.
- (f) A statement setting forth the difficulties encountered in recruiting employees and training them for all positions in the industry but with particular reference to the essential occupations listed in No. 1 (d) above.

2. When the Chief, Special Commodities Branch has approved this memorandum he will have it transmitted to the Chief, Food Industry Labor Branch for presentation to the Committee on Essential Activities of the War Manpower Commission. If this Committee approves the recommendation, appropriate occupational bulletins will be issued reflecting their decisions.

In the event the Essential Activities Committee of the War Manpower Commission rules adversely on a recommendation of this Branch, on this subject, arrangements will be made to appeal such ruling to a subcommittee appointed by the War Manpower Commission.

Since most of our industries are represented through an Industry Advisory Committee, each Division Chief should make full use of these Committees in gathering information on this problem of labor supply, labor recruitment and labor retention. In those instances where appeals from the ruling of the Essential Activities Committee of the War Manpower Commission must be made, it shall be the policy of this Branch to invite representatives of the industry to appear jointly with representatives of the Branch before such appeals committee.

Unless otherwise specified, all material for presentation to the Essential Activities Committee of the War Manpower Commission will be presented by representatives of the Food Industry Labor Branch. It is of course, the policy of this Branch to have all appropriate personnel cooperate to the fullest extent with the appropriate personnel of the Food Industry Labor Branch.

All questions on this procedure and policies governing it should be referred to Nelson J. Post the Branch's Liaison Representative with the Food Industry Labor Branch.



Attachment

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NATIONAL HEADQUARTERS  
SELECTIVE SERVICE SYSTEM  
21st Street and C Street, N. W.  
Washington, D. C.

February 26, 1943

OCCUPATIONAL BULLETIN NO. 20 (Amended February 26, 1943)

EFFECTIVE: IMMEDIATELY  
SUBJECT: FOOD PROCESSING

1. The War Manpower Commission has certified that Food Processing is an activity essential to the support of the war effort.

2. This bulletin covers the following essential activities as listed in the amendment to Local Board Release No. 115:

(a) Food Processing. Meat-packing and slaughtering (including poultry); production of all types of butter, cheese, milk, and eggs, canned or preserved fish and nuts; canned or preserved fruits and vegetables and their juices; soups; flour and other grain mill products; prepared feeds for animals and fowls; starch, cereals, rice; bread and other bakery products; sugar; leavening compounds; corn syrup; and edible fats and oils. Includes dried, dehydrated, frozen, and other special-processed foods.

3. The following list of occupations in food processing are occupations requiring a reasonable degree of training, qualification, or skill to perform the duties involved. It is the purpose of this list to set forth the important occupations in food processing which must be filled by persons capable of performing the duties involved, in order that the activity may maintain efficient production. This list is confined to those occupations which require six months or more of training and preparation.

4. In classifying registrants employed in these activities, consideration should be given to the following:

(a) The training, qualification, or skill required for the proper discharge of the duties involved in his occupation;

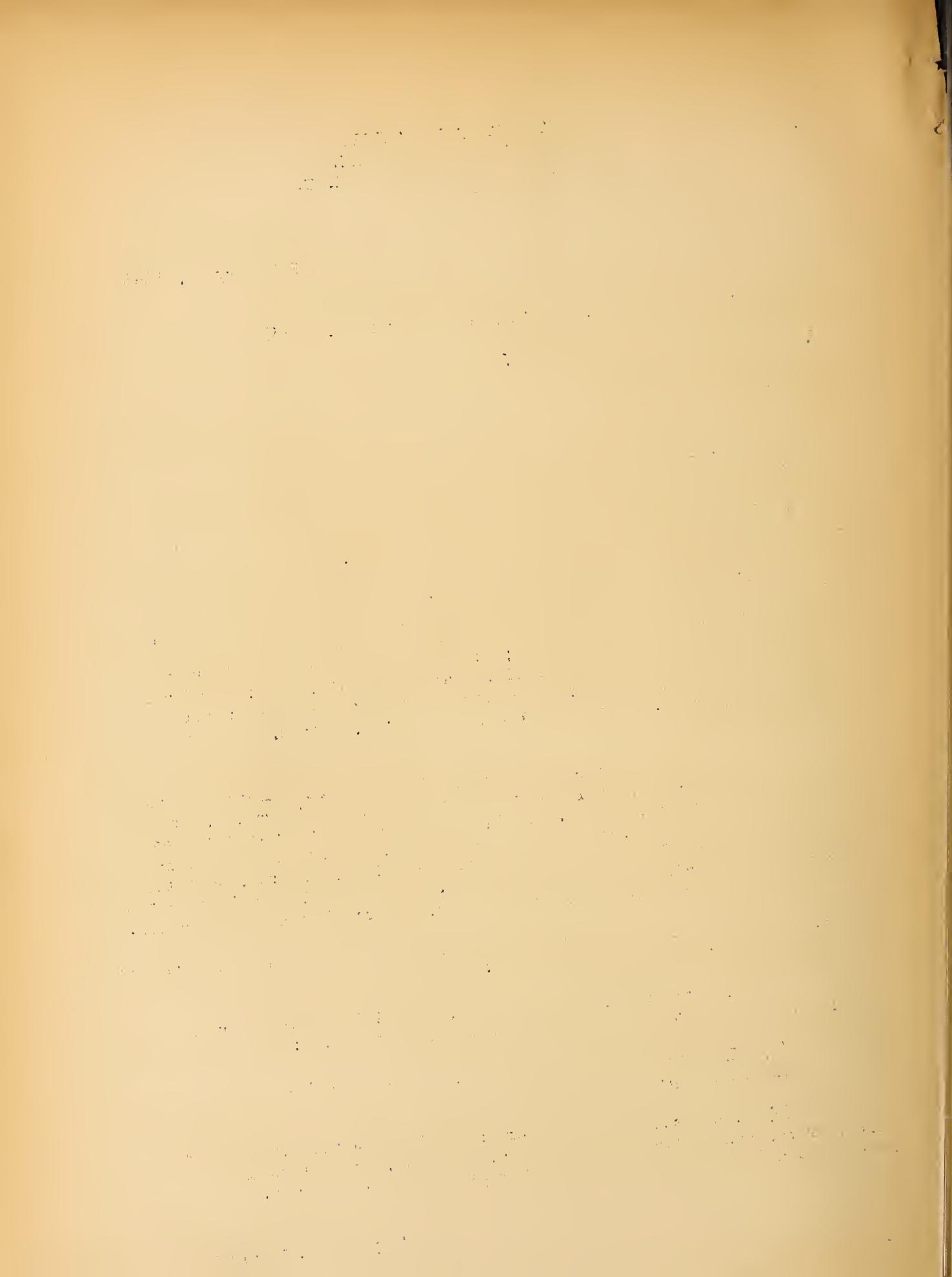
(b) The training, qualification, or skill of the registrant to engage in his occupation; and

(c) The availability of persons with his qualifications or skill, or who can be trained to his qualification, to replace the registrant and the time in which such replacement can be made.

/s/ Lewis B. Hershey

F-940

DIRECTOR



## CRITICAL OCCUPATIONS

## FOOD PROCESSING

Accountant, Cost  
 Acid Neutralizer, Corn Products  
 Bacteriologist  
 Baker, All Around  
 Blacksmith, All Around  
 Blender, Flour  
 Boners and Butchers, All Around  
 (This title covers only those persons who are qualified to perform in all phases of slaughtering, dressing, and cutting as well as the processing of by-products.)  
 Butter Maker, All Around  
 Canning Crop Supervisor  
 Carpenter, All Around  
 Centrifuge Operator  
 Cheese Maker  
 Chemist  
 Churn and Milk Man  
 Condenser Operator, Milk  
 Converter Man, Corn Products  
 Cook, Meat Packing & Food Processing  
 Cooper, All Around  
 Coppersmith  
 Culture Man, Cheese  
 Diesel Engine Operator, Stationary  
 Draw Off Man  
 Drier Operator, Dairy  
 Egg-Breaking Supervisor  
 Egg-Drying Supervisor  
 Electrician, All Around  
 Engineer, Professional and Technical  
 Engineer, Refrigerating  
 Engineer, Stationary or Powerhouse  
 Evaporator Operator, Canning  
 Fish Inspector  
 Fish Pickler and Salter, Supervisor  
 Fish Smoker, Supervisor

Flake Miller, Cereals  
 Foreman, Food Processing  
 (This title covers foreman who are actually engaged in supervisory duties in connection with the manufacture, dehydration, or other processing of food products; must exercise independent judgment and assume extensive responsibility for product or equipment. It does not include straw bosses or laboring gang foreman.)  
 Formula Maker  
 Grader, Butter and Cheese  
 Grain-Elevator Operator, Supervising  
 Grist Miller  
 Inspector and Grader, Wool  
 Inspector and Sorting Supervisor  
 Lard Maker  
 Machinist, Maintenance  
 Manager, Employment and Personnel  
 Manager, or Superintendent, Production Food Processing  
 (This title covers persons who are actively engaged in supervising directly or through subordinates, various operating departments of a food processing establishment. It also includes supervisors who are directly responsible to such managers for the efficient functioning of such departments. It does not cover managers or supervisors who are concerned with the distribution, clerical, legal, tax, and other non-production phases.)  
 Manager, Traffic

Mash Man, Yeast  
Mechanic, Automotive  
Mechanic, Maintenance  
Mechanic, Refrigerating  
Mill Operator, Grains and Cereals  
Millwright  
Oil Extractor  
Pasteurizer  
Pipe Fitter  
Refiner, Lard or Shortening, All Around  
Refractometer, Operator  
Retort Operator, All Around  
Roll Tender  
Sausage Maker, All Around  
(This title covers persons who perform all phases of mixing, trimming, grinding,

seasoning, and cooking in the preparation of sausage to produce a uniformly-flavored product. It does not include persons engaged in single tasks such as trimmers, grinders, etc.)  
Sheet Metal Workers, Maintenance  
Smokers, Meat, All Around  
(This title covers only those persons who perform all phases of curing (smoke process) of meats such as ham, pork, bacon, and sausage. It does not include those persons who are limited to the curing of a single meat product.)  
Smutter, Grain and Feed  
Standardizer, Cheese  
Vatman, Dairy  
Welder, All Around  
Wheat Runner